



King County

**EMPLOYEE & LABOR RELATIONS REPRESENTATIVE
DEPARTMENT OF TRANSPORTATION / TRANSIT DIVISION
HUMAN RESOURCE SECTION**

Annual Salary Range: \$67,945 – \$86,124

Job Announcement: 06DP5985

OPEN: 4/5/06

CLOSE: Open Until Filled

WHO MAY APPLY: This position is open to the general public.

WHERE TO APPLY: Required forms and materials must be sent to: 201 S. Jackson Street, M.S. KSC-TR-0419, Seattle, WA 98104 or hand-delivered to the Career and Employment Center at 201 S. Jackson Street, Floor 1A. Applications materials received by 4:00 p.m. on April 19 will be evaluated for the first interviews. **(Postmarks are NOT ACCEPTED.)** Contact Delanie Peterson at (206) 684-1607 or via email at delanie.peterson@metrokc.gov for further inquiries. **PLEASE NOTE:** Applications not received at the location and by the date and time, specified above, may or may not be evaluated for inclusion in the first interviews.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), three professional references, a resume, and letter of interest detailing your background and describing how you meet or exceed the requirements. Applications will not be considered if all required materials are not provided.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act (FLSA) and is not eligible for overtime. This position typically works Monday through Friday.

WORK LOCATION: King Street Center, 201 S. Jackson St., Seattle.

PRIMARY JOB DUTIES INCLUDE: This position is one of four professional staff providing employee and labor relations support to a division of over 4,500 employees, 97% of whom are covered by collective bargaining agreements. This position participates in labor negotiations, provides advice to management on the interpretation and application of labor contracts, personnel policies and procedures, other applicable rules, regulations, laws, and recommends appropriate disciplinary and corrective actions when appropriate. Additional job duties include:

- Serves as spokesperson in interim negotiations and provides support in the negotiation of full labor contracts.
- Conducts final step grievance hearings for the Transit Division.
- Conducts investigations, writes investigative reports, and presents findings and recommendations to management.
- Represents Transit and/or provides support in grievance arbitration proceedings, negotiating settlements when appropriate.
- Provides in-house assistance for employment-related litigation.
- Represents the division in unemployment insurance appeal hearings before an administrative law judge.

- Consults and/or facilitates the resolution of employee relations issues and problems such as disputes, conflicts, communication difficulties, and disruptive behavior among employees.

QUALIFICATIONS: Bachelor's degree in Human Resource Management, Business Administration or closely related field, and two years of increasingly responsible professional-level personnel experience with an emphasis on labor relations in a union work environment, or the equivalent combination of education and experience. This position also requires:

- Proven oral and written communication skills.
- Working knowledge of employee and labor relations concepts and experience in labor contract negotiations and administration.
- Demonstrated analytical and problem-solving skills to identify, resolve, advise and make decisions using the appropriate methods for investigating and addressing complex personnel problems, grievances, discrimination and other types of investigations, and contract violations that are of a sensitive, confidential, and potentially litigious in nature.
- The ability to establish and maintain effective working relationships with a diverse group of people at all levels in the organization.
- Experience in providing Labor Relations advice in a union work environment
- Public sector experience or experience with large organizations is desired.

SELECTION PROCESS: Applications will be screened for qualifications, clarity and completeness. The most competitive applicants may be invited to participate in a panel interview. A second interview for finalists may be required. References will not be contacted until you are considered a finalist.

UNION STATUS: This position is not represented by a union.

CLASS CODE: 2308100